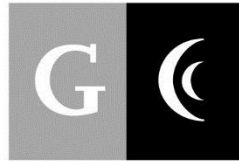GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

Emergency Communications Plan

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GCCCD EMERGENCY COMMUNICATIONS PLAN – MAR 2021

GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

PURPOSE

In the event of a substantiated serious safety concern, either on college property or in the near vicinity of the campus, numerous efforts are made to advise members of the campus community. The College will release information which can be used by students and other College community members to reduce their chances of becoming victims. These notices will be issued as a means of a **"Campus Timely Warning Notice" (CTWN)** or an **"Emergency Notification" (EN)**. Included in this plan are instructions to post an emergency message on the District website; how to send a message using Blackboard Connect; and emergency message templates.

OBJECTIVES

1. Understand and identify how, and when to issue a(n)
   a. timely warning when a Clery crime, occurring within Clery geography, poses a serious or on-going threat to the campus community and;
   b. Emergency Notification, once a determination has been made, that there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.
2. Identify off-site media locations for campuses and provide a current list of staff who are trained and have the ability to send/post communication for specific mediums.
3. Understand how to post an emergency message on the District's website.
4. Understand how to send a message using Blackboard Connect.

PROCEDURES

A. Campus Timely Warning Notice (CTWN) Policy and Procedures
B. Emergency Notification (EN) Policy and Procedures
C. Procedures for When an Emergency Notification (EN) or Campus Timely Warning (CTWN) is Required
D. Approved Employee Communications List
E. Emergency Messaging for Websites
F. Emergency Messaging using Blackboard Connect
G. Locations and Settings of Radios
H. Emergency Message Templates

A.   CAMPUS TIMELY WARNING NOTICE (CTWN) POLICY AND PROCEDURES

I.   What Constitutes Issuance of a Campus Timely Warning Notice (CTWN)?

CTWN is specifically related to compliance with the federal Clery Act, which requires colleges to notify students and employees whenever there is a threat that a serious crime is ongoing or may be repeated so that campus community members can protect themselves from harm. The Clery Act defines certain specific crimes that require a timely warning notice to be issued when crimes are reported to Campus Security Authorities with significant responsibility for student and campus activities, campus safety, or the
local police and the reported crime(s) are believed to have occurred on campus, in or on non-campus buildings or property, or on public property contiguous to the campus.

Campus officials not subject to the timely warning reporting requirement include:
- licensed or certified professional counselors, and;
- recognized pastoral counselors who are functioning in the role of providing confidential counseling to members of the GCCCD community on behalf of the institution.

Types of incidents or situations that constitute a campus timely warning being sent are:

1. **All Clery Act Crimes which represent a serious or continuing threat to the person and/or property of students and employees.** Examples include but are not limited to:

▪ Criminal Homicide	▪ Robbery	▪ Burglary	▪ Arson
▪ Sex Offenses	▪ Aggravated Assault	▪ Motor Vehicle Theft	▪ Hate Crimes

2. **Emergency situations that are life threatening**. Examples include, but are not limited to:
   - persons with weapons with intent to use
   - threat of violent crime
   - situations where identity or location of suspect is not known
   - assault (physical or sexual)

3. **Any act or immediate threat of interpersonal violence**. Examples include, but are not limited to:
   - domestic or relationship situations
   - hate crimes
   - consistent pattern of violent behavior

4. **Serious acts or threats to campus-owned or personal property**

II. Timing, Content, and Decision Criteria for a CTWN

Timing

The warning should be issued as soon as the pertinent information is available. The intent of a campus timely warning is to alert the campus community of continuing threats, especially concerning safety, thereby enabling community members to protect themselves.

The issuing of a timely warning notice must be decided on a case-by-case basis in light of all of the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts.

Content

Clery Act regulations do not specifically specify what information should be included in a timely warning. However, because the intent of the warning is to enable members of the campus community to protect themselves, the warning should include all information that would promote safety.

Generally, a CTWN will include:
- Title of the crime reported
- Date and time the Alert was released
- Accurate date, time and location of the incident
- A succinct description of the incident
- Tips for maintaining personal safety (steps to take to avoid becoming a victim)
- A request for information and where to direct information.
- Physical description of the suspect if applicable
- Information about possible connection to previous incidents if applicable

Note: The CTWN will <u>not</u> include any information that would identify the victim.

Decision to Issue CTWN

Responsibility:
The decision to issue a CTWN is made in coordination and consultation by at least two of the following:
- Personnel from the Crisis Prevention and/or Behavioral Intervention Team
- President's office and/or
- Department of Public Safety

In an extreme emergency, the notification process will be implemented at the sole direction of the College President or Local Law Enforcement.

Cuyamaca College Crisis and Prevention Team:
- VP for Student Services
- Associate Dean of Student Affairs
- Dean of Counseling
- Counseling Department Chair
- Sheriff's Department Deputy
- Health Center Supervisor
- DSPS Coordinator
- Mental Health Counseling Interns

Grossmont College Behavioral Intervention Team:
- VP for Student Services
- Associate Dean of Student Affairs
- Mental Health Therapist
- Supervisor of Student Health
- Director of Student Activities
- Sheriff's Department Deputy (as needed)
- DSPS Counselor (as needed)
- General Counselor (as needed)

III. **How Campus Timely Warning Notices are issued**

1. CTWNs will be issued to students and employees upon the confirmation of a significant emergency, dangerous situation, incident or crime, impacting the campus community and/or the surrounding area.

2. Upon receiving pertinent information of an emergency situation that requires an immediate response, the decision-making entity will communicate and/or convene without delay to implement the notification process. In an extreme emergency, the notification process will be implemented at the sole direction of the College's President or Local Law Enforcement.

3. The information may be disseminated to campus community members via a variety of mechanisms. GCCCD PIO or designee will use one or more of the following means:
   a. Email Messages
   b. Text Messages (those enrolled in the service)
   c. GCCCD Networked Computers
   d. District and College Websites
   e. Public Announcements
   f. Emergency Information Hotline
   g. Public Address System (mega-phone)

h. Postings and Signage (in highly visible locations throughout campus including staff/faculty lounges)

The method or methods used will depend on the severity, location, and type of incident and the ongoing nature of the threat. Alerts may be issued for other crime classifications as deemed necessary.

Important Note: If a crime is reported directly to the San Diego Sheriff's Deputies that could pose a serious or ongoing threat to the GCCCD community, a representative of SDSO will notify the campus President or Director of Public Safety as soon as practicable about the crime, and will provide sufficient detail to allow the President to assess the crime and determine if a CTWN should be distributed to the GCCCD
community. San Diego Sheriff's Department will assist the College in its response to a crime that affects the College community, as deemed appropriate.

B.   EMERGENCY NOTIFICATION (EN) POLICY & PROCEDURES

I.   What Constitutes Issuance of an Emergency Notification (EN)?

GCCCD uses an EN to notify students and employees in a timely manner when it is determined there is a significant emergency or dangerous situation involving an immediate threat to the health and/or safety of students or employees occurring on campus. The notification to the campus community may contain only the information reasonably necessary to promote the safety of the campus community as dictated by the situation. An EN will be released as soon as reasonably necessary and without delay, unless notification will compromise efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency. After the initial notification, follow-up information must be disseminated to the community via the mediums stated below. An EN can be related to criminal activity that is not subject to the timely warning standard required by the Clery Act but is not necessarily related to criminal activity.

A threat is imminent when the need for action is instant, overwhelming and leaves no time for deliberation. Such situations may include, but are not limited to:
- a hazardous materials incident requiring sheltering in place or evacuation
- a hostage/barricade situation
- a riot
- fire/explosion
- suspicious death
- structural damage to College owned or controlled facility
- biological threat
- gas leak
- active shooter or shooting on or near campus

Examples of situations that may constitute the College's decision to issue an EN include, but are not limited to:

1. **Situations where serious injuries may or have occurred**. Examples include, but are not limited to:
   - building collapse
   - aircraft crash
   - fire

2. **Situations that cause major disruption to campus operations**. Examples include, but are not limited to:
   - Transformer fire
   - Weather-related situations
   - Power outages
   - Water emergencies
   - Serious acts or threats to campus property
   - Pandemics or Health Related emergencies

When an EN is activated, college officials will notify campus community members of the emergency situation, its exact location (if known at the time) and will request community members to protect themselves by evacuating the affected area if it is safe to do so and/or by employing the "shelter-in-place" concept. Community members should remain in a shelter-in-place status until the "All Clear" is communicated by emergency response personnel which are CAPS and SDSO.

Decision to Issue Emergency Notifications

Responsibility:
The decision to issue an EN is made by either:
   - President's office
   - Chancellor's Office
   - Emergency Operations Incident Commander
   - Department of Public Safety

In an extreme emergency, the notification process will be implemented at the sole direction of the Emergency Operations Incident Commander (IC).

II. How Emergency Notifications (EN) are issued:
Upon confirmation of an emergency situation requiring an immediate response, the team responding to the incident will communicate and/or convene without delay and activate the notification process.

Information may be disseminated to campus community members via a variety of mechanisms. GCCCD will use one more of the following means:

1. Email Messages
2. Text Messages (those enrolled in the service)
3. GCCCD Networked Computers
4. District and College Websites
5. Public Announcements
6. Emergency Information Hotline
7. Public Address System (mega-phone)
8. Postings and Signage (in highly visible locations throughout campus including staff/faculty lounges)

III. Off-Site Media Inquiry Locations

In the event the campus is closed, alternate media locations have been identified to hold public information sessions.

Grossmont College

- CVS Plaza on Navajo Road (primary site)
- Albertsons Plaza (secondary site)

Cuyamaca College

- Target Plaza Parking Lot (primary site)
- Skyline Church Parking Lot (secondary site)

IV. Trainings and Protocol

When an emergency or timely warning incident occurs at either Grossmont or Cuyamaca College, for the safety of students and employees, the District must send out communications to students and employees as soon as possible. Unfounded rumors and fears will only increase the longer a message is delayed. This protocol has been developed to ensure that emergency messages are sent in a timely manner as required by the Clery Act.

For an emergency at Grossmont College, the message should be crafted by the college's Director of College and Community Relations and/or the District Communications and Public Information Director. At Cuyamaca College, the message should be crafted by the college's Director of Community College Relations.

In addition to the college and District PIOs, each college should have three additional designated employees who are trained to send all forms of emergency communications. They should be called on to craft and send out emergency messages if the college and District PIO are not available. They may also be called on to assist with emergency communications if needed.

C.   PROCEDURES FOR WHEN AN EN OR CTWN MESSAGE IS REQUIRED

The steps outlined below will be followed when sending emergency messaging to the GCCCD community. In the event of a time sensitive emergency, initial messaging may happen via the PIO in collaboration with the Chancellor (or designee), Campus President (or designee) and/or Director of Public Safety. Subsequent messages will follow stated procedures.

1. Upon notification to the Public Safety Department, of an incident occurring, an immediate call will be made to the Campus President (or Acting President) and the Director of Public Safety.
2. Upon notification to the Public Safety Department of the incident, the director will provide all known information to District PIO contact.
   a. Point of Contact for Information Dissemination Districtwide Include:
      i. Anne Krueger, Communications and Public Information Director – District 619-252-2295
      ii. Lorena Ruggero, Director of College and Community Relations – Grossmont 619-309-5179
      iii. Christianne Penunuri, Director of Community College Relations – Cuyamaca 619-820-0960
3. PIO writes message and confirms information with the Director of Public Safety (if appropriate).
4. PIO (or designee) will make a follow-up phone call to the president and chancellor to request immediate review of the message.
5. Once approved, the PIO will transmit the emergency message through all appropriate channels.
6. Distribution of communication needs to include the where, how, when and include timestamp.
7. If appropriate, the team will determine the need for any additional messages to be sent as a follow-up to the reported situation. This should include the date and time of follow up.
8. If at any point during the process the decision is made to contact local law enforcement, the Director of Public Safety, or designee will be responsible for contacting them.
9. A debriefing in reference to the incident will occur as soon as reasonably possible with persons directly involved, and others deemed appropriate, by the team involved in the decisions. Public Safety will work with leadership who managed the incident and set a day and time for the debrief, followed by a formal invitation.
10. Copies of all communication sent must be archived.

D. APPROVED EMPLOYEE COMMUNICATIONS LIST

Following is a list of those who have the ability to post messages for communications.

1. **Blackboard Connect -** Tested annually, may be announced and held randomly

    District

    - Anne Krueger
    - Steve Abat
    - Nicole Conklin

    - Nicole Salgado
    - Daryl Johnson
    - Myra Lomahan

    - Frank Moore
    - Michael Williamson
    - Jerry Williamson

    Grossmont

    - Lorena Ruggero
    - Bernadette Black
    - Bill McGreevy

    Cuyamaca

    - Valeri Wilson
    - Laci Diaz

    - Christianne Penunuri
    - Kerry Kilber Rebman

2. **Websites - GCCCD, Grossmont and Cuyamaca-** Tested annually, may be announced and held Randomly

    - Anne Krueger
    - Frank Moore

    - Christianne Penunuri
    - Lorena Ruggero

3. **Emergency Information Line (800-550-3922)** – Tested annually, may be announced and held randomly

    - Anne Krueger
    - Jeff Lehman
    - Nicole Salgado
    - Bill McGreevy

    - Lorena Ruggero
    - Nicole Conklin
    - Daryl Johnson
    - Kerry Kilber Rebman

    - Jerry Williamson
    - Christianne Penunuri

3. **FACEBOOK -** Tested as needed, generally when Blackboard Connect is utilized

    District

    - Anne Krueger
    - Lorena Ruggero
    - Kerri Ewing
    - Della Elliott

    Grossmont

    - Anne Krueger
    - Lorena Ruggero

    - Stephen Harvey
    - Kerri Ewing

    - Della Elliott
    - Barbara Gallego

    Cuyamaca

    - Anne Krueger
    - Laci Diaz
    - Lorena Ruggero

    - Kerri Ewing
    - My-Linh Nguyen
    - Kerry Kilber Rebman

    - Christianne Penunuri

4. **Switchboards -** Tested as needed, generally when Blackboard Connect is utilized

    - Anne Krueger
    - IT Staff
    - Lorena Ruggero
    - Michael Erikson

5. **Media Updates -** Tested as needed, generally when Blackboard Connect is utilized

- Anne Krueger
- Christianne Penunuri
- Lorena Ruggero

6. **Other**

Grossmont College TV Screens - Tested as needed, generally when Blackboard Connect is utilized

- Dave Steinmetz
- Lorena Ruggero

Grossmont College Public Address System - Tested as needed, generally when Blackboard Connect is utilize

- President's Office

Cuyamaca Kiosk Sign **–** Utilized Monthly

- Laci Diaz
- Valeri Wilson
- Rana Al-Shaikh

7. **Outdoor PA Radio System**

Grossmont

- CAPS Office   071112
- Anne Krueger   071111
- Sara Varghese   071109
- Lorena Ruggero   071110
- President's Office   No #

Cuyamaca

- CAPS Office   071117
- Rabie Al-Shaikh   071116
- Lauren Vahnin   071113
- H Bldg Deans Office   071115
- President's Office   071114
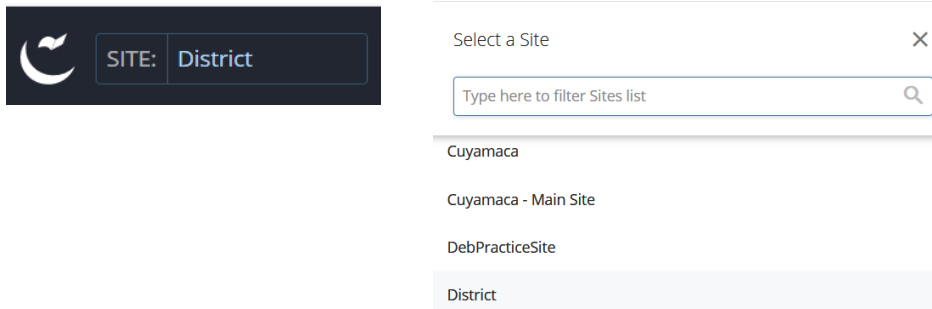

E.   EMERGENCY MESSAGING FOR WEBSITES

I.   District Website

1. Log into Cascade from cms.gcccd.edu.

    The message will display only on the District home page.

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2. Select District from the drop down:

SITE: **District**

Select a Site   ✕

Type here to filter Sites list   🔍

Cuyamaca

Cuyamaca - Main Site

DebPracticeSite

District

3. Select the main default page (towards the bottom of the list on the left):

📁 workday
📁 workforce-development
📄 default
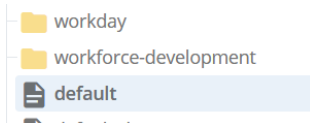
4. Click the Edit link.

If you have permissions, the Emergency Banner section will show

✏️ Edit

📄 Page: District Home

District Home Page

⌄ **Emergency Banner**

Display Emergency Text
☐ Yes

Banner color?
◉ Blue   ◯ Red

Emergency Text - NOTE: Use Heading1 format for large text

Edit ▾   Format ▾   Insert ▾   Table ▾   View ▾   Tools ▾
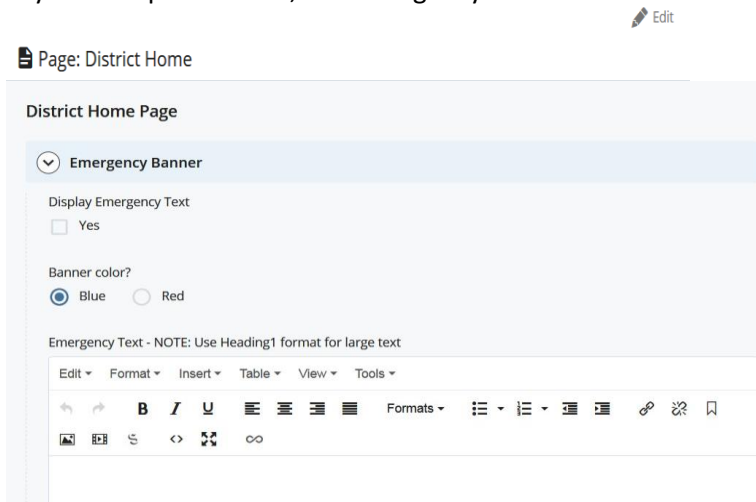
5. Click 'Yes' to Display Emergency Text.
6. Select a Banner color (recommendation is Blue for important notices and Red for crises).

7. Type in your Emergency Text. You can use Heading and text styles to emphasize text where needed (Format, Formats):

8. Click the Save & Preview button, then Submit, Submit button. The notice will show on the page in Cascade:
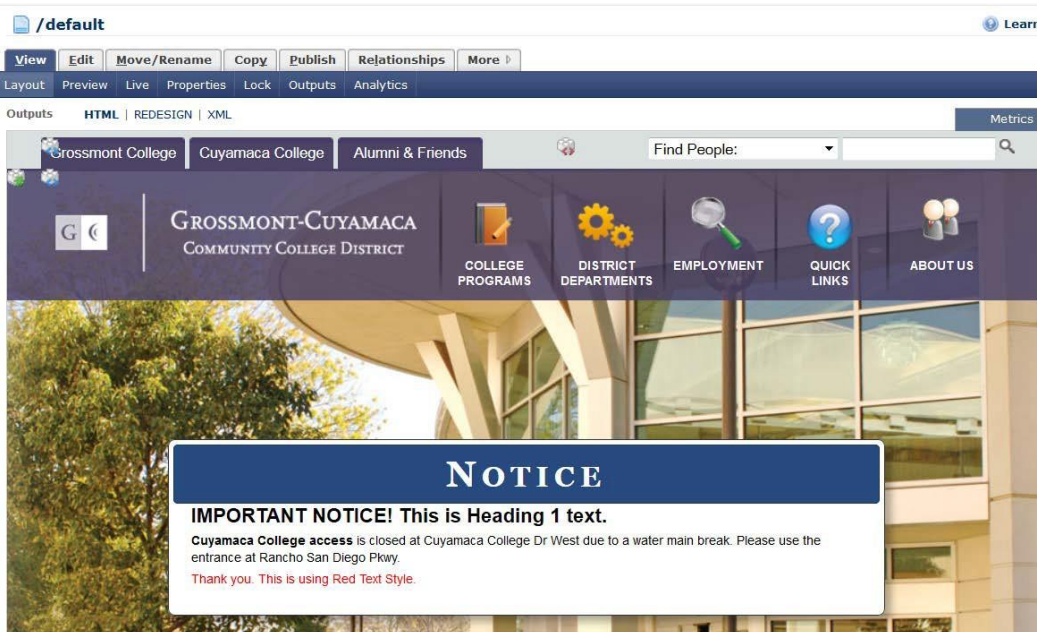
9. Click on the Publish link

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10. Click the Publish button to make the message display on the web site:

To remove the message:

- Click on the default page.
- Click the Edit tab and Uncheck 'Display Emergency Text', then click the Save & Preview button, then Submit, Submit button. The emergency message will no longer show on the page within Cascade.
- Click the Publish tab, then click the Submit button to remove the message from the web site.

F.   EMERGENCY MESSAGING USING BLACKBOARD CONNECT

1. Go to the web site: https://www.blackboardconnect.com
2. Sign In with your email address and your Blackboard Connect password.
   Note: Click Activate Safe Mode if you are practicing.
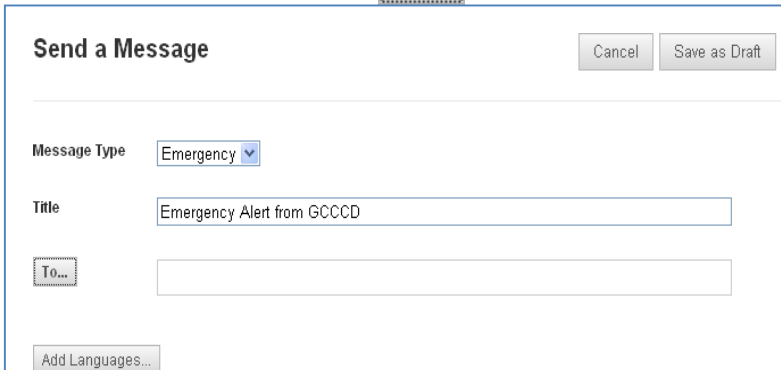
Activate Safe Mode to practice creating and scheduling a message, without it being sent.

Activate Safe Mode
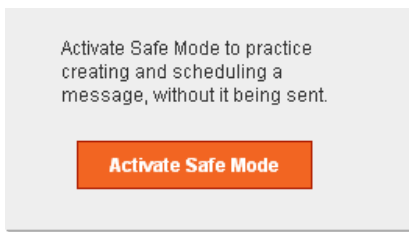
3. Hover over 'Send a Message' and select the **EMERGENCY** option

GCCCD EMERGENCY COMMUNICATIONS PLAN – MAR 2021
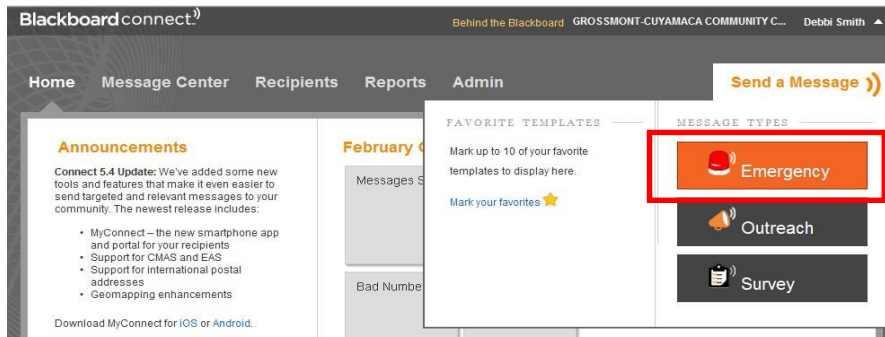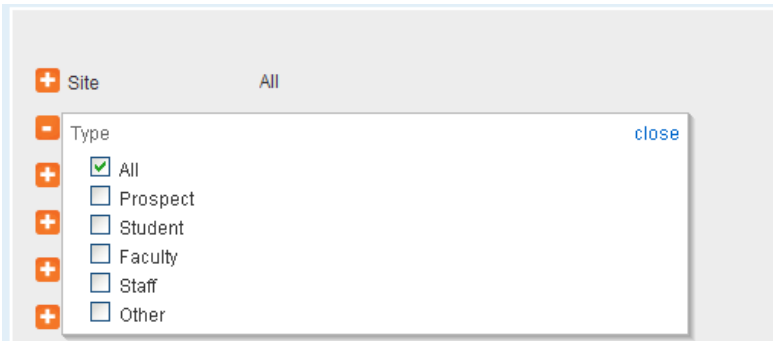
4. Enter a Title, then click on the To... button

Send a Message   Cancel | Save as Draft

Message Type | Emergency ▾

Title | Emergency Alert from GCCCD

To... | [   ]
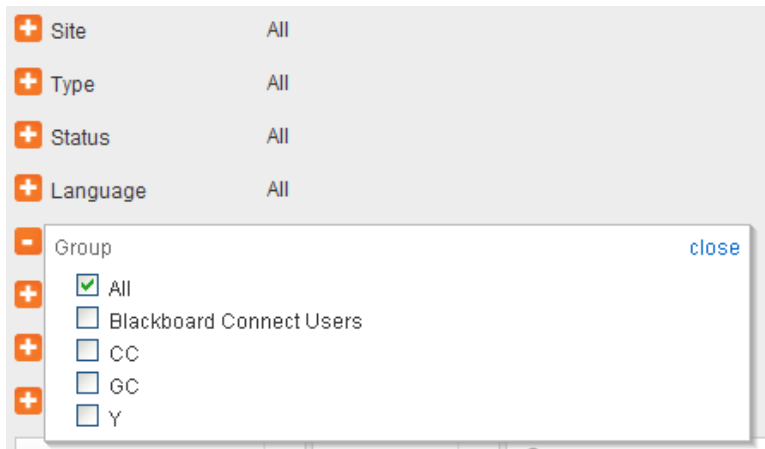
Add Languages...

5. Select the contacts you wish to send the message to:
   - If you want to send to **only Faculty & Staff**, select Type + plus sign and check the Staff box
   - If you want to send to **only Students**, select Group + plus sign and check the Student box
   - Otherwise, leave the Type selection as **All**

➕ Site   All

➖ Type   close
   ☑ All
   ☐ Prospect
   ☐ Student
   ☐ Faculty
   ☐ Staff
   ☐ Other

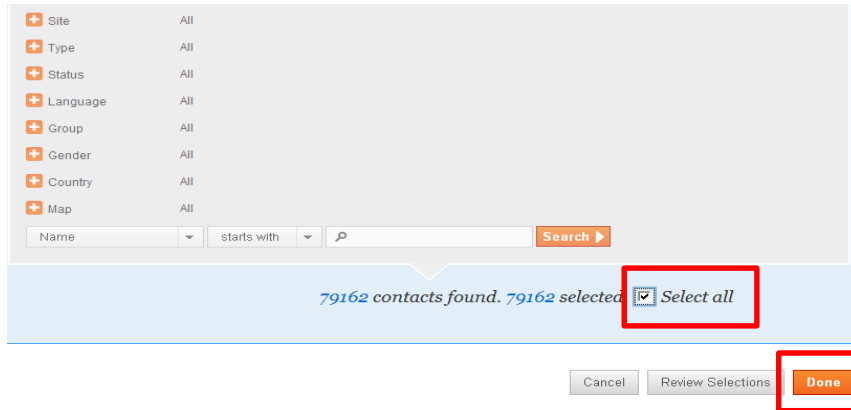   - If you want to send to **only Cuyamaca**, select Group + plus sign and check the CC box
   - If you want to send to **only Grossmont**, select Group + plus sign and check the GC box
   - Otherwise, leave the Group selection as **All**

➕ Site   All

➕ Type   All

➕ Status   All

➕ Language   All

➖ Group   close
   ☑ All
   ☐ Blackboard Connect Users
   ☐ CC
   ☐ GC
   ☐ Y

6. Now check the **Select All** box, and click **Done**

79162 contacts found. 79162 selected ☑ Select all

Cancel   Review Selections   **Done**

- The **To...** box will be filled in:

Send a Message

Cancel   Save as Dr

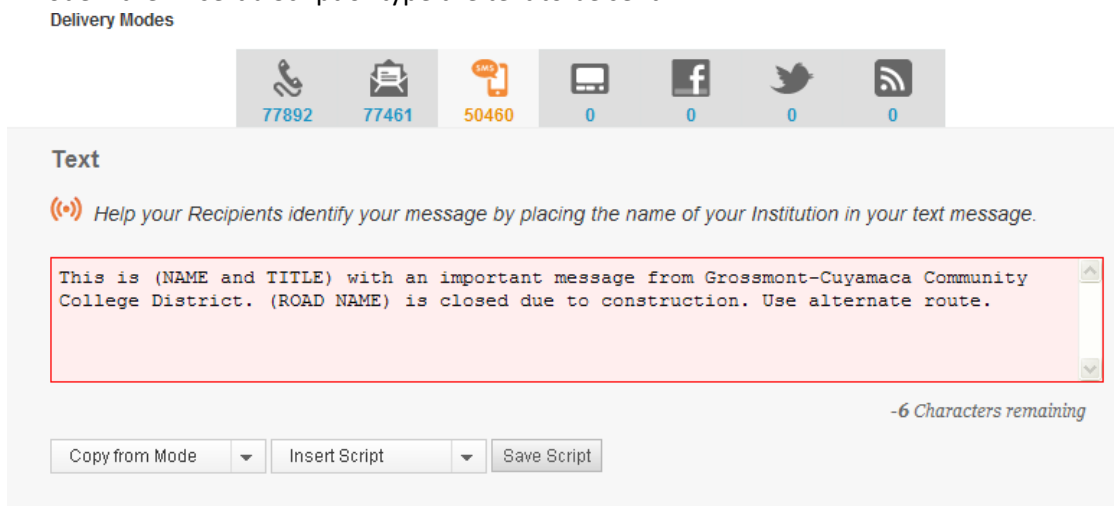| Message Type | Emergency ▼ |
| Title | Emergency Alert from GCCCD |
| To... | Recipients x |

7. To send a TEXT message, click the **SMS icon** 📱 under Delivery Modes
   Note: the number underneath the icon is the number of recipients for that delivery mode Either Insert a Script or type the text to be sent.

Delivery Modes

| 📞 77892 | ✉ 77461 | 📱 50460 | 🖥 0 | f 0 | 🐦 0 | 📡 0 |

Text

((•)) Help your Recipients identify your message by placing the name of your Institution in your text message.

This is (NAME and TITLE) with an important message from Grossmont-Cuyamaca Community College District. (ROAD NAME) is closed due to construction. Use alternate route.

-6 Characters remaining

Copy from Mode ▼   Insert Script ▼   Save Script

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8. Make sure you have the right time zone selected and check <u>either</u> Now to send immediately <u>or</u> **Later** by selecting a date and time (click Add Selected Date for this option). Then click **Next**.

Time Zone	(GMT-08:00) Pacific Time (US & Canada) ▼
When	○ Now ◉ Later Select a date: 20 Feb 2013 02:15 PM ▦ ◀ Add Selected Date *No Dates Selected. Please add a date.*

Cancel | Save as Draft | **Next**

9. Then send the message through other Delivery Modes

   Phone   ☏

   - Add **Audio** and/or **Text** if desired.
   - Make sure you have the right time zone selected and check either **Now** to send immediately or **Later** by selecting a date and time (click Add Selected Date for this option).
   - Click **Next**.

Phone

CallerId	GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRIC ▼ 619-644-7585
Delivery Options	☐ TTY ☐ Call phones one time only

Add Audio (1/2) | Add Text (1/2)

G. LOCATIONS AND SETTINGS OF RADIOS

Building 70 Receiver Setting - set at markings

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Building 38J Receiver – set at markings

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Radio Settings at both sites: Turn all the way up! Channel 5

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H.   EMERGENCY MESSAGE TEMPLATES

General Guidelines:

- Text messages may not be longer than **160 characters**.
- Character count in () is accurate based on stated messaging.
- E-mail and voice mail messages should generally be the same message.
- There are two categories of notices for which CAMPUS Alert text messaging should be utilized: Emergency and Urgent Situation.
  - ➢ **Emergency** – An incident or condition, expected or unexpected, that threatens life or safety and requires immediate action.
  - ➢ **Urgent Situation** – An incident or condition that does not pose an immediate threat to life or safety, but that is of a nature where timely receipt of information or instructions may directly affect the well-being of the recipient.
- Keep in mind the principles of public information officers: Be First, Be Right, and Be Credible. In other words, make sure the messages are timely, accurate, and useful (TAU).
- Each message should consist of the following three components:
  - ➢ Alerting (Attention management) – calling the user's attention to the issue at hand
  - ➢ Informing (Information transfer) – what is happening, and what the user should and should not do
  - ➢ Reassuring (Affective or emotional payload) – degree of sensitivity as to the audience.
- Make sure to **include** either the CAMPUS NAME or GCCCD, as appropriate, in text messaging so users know where the message is coming from and will be more responsive.

ACTIVE SHOOTER

Website Message

Police Activity – Shooting: _____on _____at _____. Avoid the area of _____. All individuals on campus should stay inside their current location. All facilities on campus have been secured. Do not allow building access to anyone without a valid YOUR CAMPUS ID. Police and Security officers have been stationed at certain points on campus to direct traffic and assist individuals. Police are on-scene investigating. Go to _____ for more information and updates on the incident.

Text Message

Emergency! Armed person on CAMPUS NAME campus. Go to nearest room and lock door. If off campus, stay away. Follow instructions from authorities. (145 characters)

Email Message

EMERGENCY! An armed person is at large on the campus. If you are on campus, go into the nearest available room and lock the door. If you are not on campus, stay away. Follow instructions from campus officials or local authorities. More information on campus emergencies may be found at gcccd.edu.

Voicemail Message

This is NAME AND TITLE with an EMERGENCY alert from CAMPUS NAME campus. There is an armed individual at large on campus. SHOTS HAVE BEEN FIRED. If you are on campus, go into the nearest available room and lock the door. If you are not on campus, stay away. This threat is real and imminent! Follow instructions from campus officials or local authorities. More information on campus emergencies may be found at gcccd.edu.

ALL CLEAR

Website/Text/Email/Voicemail/ Message

The SPECIFY THE TYPE OF EMERGENCY has ended. Please standby for further instructions. Go to gcccd.edu or other local sources for more information. (145 characters)

AREA EVACUATION

Website/Email Message

An immediate evacuation of LIST AREAS TO BE EVACUATED is required due to LIST REASON FOR EVACUATION. Remain calm. Follow the instructions of emergency and other campus personnel. After leaving the area, go to gcccd.edu for more information. Please limit phone use so phone lines are available for emergency messaging. Standby for additional messages. Personnel in those areas not listed for evacuation should remain in place, be alert to changing conditions.

Voicemail Message

This is NAME AND TITLE with an EMERGENCY alert from CAMPUS NAME campus. An immediate evacuation of LIST AREAS THAT NEED TO BE EVACUATED is required due to LIST REASON FOR EVACUATION. Remain calm. Follow the instructions of emergency and other campus personnel. After leaving the area, go to gcccd.edu or other local sources for more information. Please limit phone use so phone lines are available for emergency messaging. Standby for additional messages. Personnel in those areas not listed for evacuation should remain in place, be alert to changing conditions.

Text Message

Evacuation of parts of CAMPUS NAME campus required. Go to gcccd.edu for info on areas to be evacuated. (103 characters)

BIO THREAT

Website/Email Message

EMERGENCY! A biological threat has been received on CAMPUS NAME campus. If you are in the vicinity of campus, prepare immediately for possible evacuation. Listen for instructions from campus officials or local authorities and follow them quickly and carefully. More information on campus emergencies, especially steps to take if you notice a suspicious substance, may be found at gcccd.edu.

Text Message

Emergency! CAMPUS NAME campus has received a biological threat. Prepare to evacuate.
Follow instructions from authorities. Go to gcccd.edu for more information. (160 characters)

Voicemail Message

This is NAME AND TITLE with an EMERGENCY alert for CAMPUS NAME campus. We have received a biological threat that we deem credible. If you are in the vicinity of campus, prepare immediately for possible evacuation. Listen for instructions from campus officials or local authorities and follow them quickly and carefully. More information on campus emergencies, especially steps to take if you notice a suspicious substance, may be found at GCCCD.EDU.

BOMB

Website/Email Message

EMERGENCY! A bomb has been found on CAMPUS NAME campus in the BUILDING. If you are in the vicinity of the BUILDING, prepare immediately for possible evacuation. If you are not in the area, stay away. Listen for instructions from campus officials or local authorities and follow them quickly and carefully. Repeat, a bomb has been found in the BUILDING.

Text Message

Emergency! Bomb has been found on CAMPUS NAME campus. Prepare to evacuate. Follow instructions from authorities. Go to gcccd.edu for more information. (150 characters)

Voicemail Message

This is NAME AND TITLE with an EMERGENCY alert from CAMPUS NAME campus. A bomb has been found on the CAMPUS NAME campus in the BUILDING. If you are in the vicinity of the BUILDING, prepare immediately for possible evacuation. If you are not in the area, stay away. Listen for instructions from campus officials or local authorities and follow them quickly and carefully. Repeat, a bomb has been found in the BUILDING.

BOMB TREAT

Website/Email Message

EMERGENCY! A bomb threat has been received by CAMPUS NAME campus. If you are in the vicinity of campus, prepare immediately for possible evacuation. Listen for instructions from campus officials or local authorities and follow them quickly and carefully. More information on campus emergencies may be found at gcccd.edu.

Text Message

Emergency! CAMPUS NAME campus has received bomb threat. Prepare to evacuate. Follow instructions from authorities. Go to gcccd.edu for more information. (152 characters)

Voicemail Message

This is NAME AND TITLE with an EMERGENCY alert from CAMPUS NAME campus. We have received a bomb threat that we deem credible. If you are in the vicinity of campus, prepare immediately for possible evacuation. Listen for instructions from campus officials or local authorities and follow them quickly and carefully. More information on campus emergencies may be found at gcccd.edu.

CAMPUS CLOSED (WEATHER)

Website/Email Message

ATTENTION! The CAMPUS NAME campus will be closed as of 00:00 AM/ PM DAY, MONTH DATE, YEAR due to inclement weather. For additional information and updates, visit gcccd.edu, call the Emergency Information Line 1-800-550-3922, or stay tuned to local area media. Repeat, campus is closed DAY.

Text Message

CAMPUS NAME campus will be closed as of 00:00 AM/PM DAY, MONTH DATE, YEAR due to inclement weather. Go to gcccd.edu for more information. (137 characters)

Voicemail Message

This is NAME AND TITLE with an EMERGENCY alert from CAMPUS NAME campus. Campus will be as of 00:00 AM/PM DAY, MONTH DATE, YEAR due to inclement weather. For additional information and updates, visit gcccd.edu, call the Emergency Information Line 1-800-550-3922, or stay tuned to local area media. Repeat, campus is closed DAY.

CIVIL DISTURBANCE

Text Message

Unsafe conditions at CAMPUS LOCATION. Emergency response underway. Take cover. Follow instructions from authorities. Stay away. Go to gcccd.edu. (145 characters)

Email Message

EMERGENCY! Unsafe conditions at CAMPUS LOCATION. There is an imminent risk of danger to participants and bystanders. For your own safety, please go into a building and take cover. If you are not in the area, stay away. Follow instructions from campus officials or local authorities.

Voicemail Message

This is NAME AND TITLE with an EMERGENCY alert from CAMPUS NAME campus. A violent disturbance has broken out on the campus. There is imminent risk of injury to participants and to bystanders. For your personal safety, please go into a building and take cover. If you are not in the area, stay away. Follow instructions from campus officials or local authorities. End of message.

CLASSES CANCELLED (WEATHER)

Website/Email Message

ATTENTION! CAMPUS NAME campus classes will be cancelled as of 00:00 AM/PM DAY, MONTH DATE, YEAR due to inclement weather. For additional information and updates, visit gcccd.edu, call the Emergency Information Line 1-800-550-3922, or stay tuned to local area media. Repeat, classes are cancelled as of 00:00 AM/PM DAY, MONTH DATE, YEAR.

Text Message

Classes will be cancelled for CAMPUS NAME campus on DAY, MONTH DATE, YEAR due to inclement weather. Go to gcccd.edu for more information. (137 characters)

Voicemail Message

This is NAME AND TITLE with an EMERGENCY alert from CAMPUS NAME campus. Classes will be cancelled 00:00 AM/PM DAY, MONTH DATE, YEAR due to inclement weather. For additional information and updates, visit gcccd.edu, call the Emergency Information Line 1-800-550-3922, or stay tuned to local area media Repeat, classes are cancelled as of 00:00 AM/PM DAY, MONTH DATE, YEAR. Please limit phone use so phone lines are available for emergency messaging. Standby for additional messages and go to the gcccd.edu or call the Emergency Information Line 1-800-550-3922 or other local sources for more information.

EXPLOSION

Text Message

Emergency! There has been an explosion on CAMPUS NAME campus. Prepare to evacuate. Follow instructions from authorities. Go to gcccd.edu. (137 characters)

Email Message

EMERGENCY! There has been an explosion on the CAMPUS NAME campus in the BUILDING. If you are in the immediate vicinity, you should evacuate as instructed to by campus officials or local authorities.

If you are not in the area, you must keep at a safe distance so that emergency units can work unimpeded. Follow all instructions from campus officials or local authorities.

Voicemail Message

This is NAME AND TITLE with an EMERGENCY alert from CAMPUS NAME campus. There has been an explosion in the BUILDING. If you are in the building or in the vicinity, you should evacuate as instructed to by campus officials or local authorities. If you are not in the area, you should keep at a safe distance so that emergency units can work unimpeded. Follow all instructions from campus officials or local authorities.

FACILITY EMERGENCY

CAMPUS SPECIFIC Emergency: DETAILS HERE. Go to the CAMPUS gcccd.edu for more information and updates on this incident. Additionally, you can call the Emergency Information Line 1-800-550-3922 for updates.

FIRE

Website/Email Message

EMERGENCY! Fire! A fire has been reported on the CAMPUS NAME campus in the CAMPUS BUILDING. If you are in the BUILDING, evacuate immediately. If you are not in the area, stay clear of the BUILDING so emergency units and firefighters can work unimpeded. Follow all instructions from campus officials or local authorities.

Text Message

Emergency! Fire alarm activated on CAMPUS NAME campus in CAMPUS BUILDING. Please evacuate. Follow instructions from authorities. Go to gcccd.edu. (145 characters)

Voicemail Message

This is NAME AND TITLE with an EMERGENCY alert from CAMPUS NAME campus. A fire has been reported in the CAMPUS BUILDING. If you are in the BUILDING, evacuate immediately. If you are not in the area, stay clear of the BUILDING so emergency units and firefighters can work unimpeded. Follow instructions from campus officials or local authorities. Call the Emergency Information Line 1-800-550-3922 for updates.

GAS LEAK

Website/Email Message

EMERGENCY! There is a gas leak on the CAMPUS NAME campus in the CAMPUS BUILDING, posing a threat of fire from accidental ignition. If you are in the vicinity, extinguish any flames or embers immediately and be prepared to evacuate. If you are not in the area, stay away.

Follow instructions from campus officials or local authorities. More information on campus emergencies may be found at gcccd.edu or call the Emergency Information Line 1-800-550-3922 for updates.

Text Message

There is a gas leak and threat of fire on CAMPUS NAME campus. Prepare to evacuate. Follow instructions from authorities. Stay away. Go to gcccd.edu. (149 characters)

Voicemail Message

This is NAME AND TITLE with an EMERGENCY alert from CAMPUS NAME campus. There is a gas leak in CAMPUS BUILDING. It poses a threat of fire from accidental ignition. If you are in the vicinity, extinguish any flames or embers immediately and be prepared to evacuate. If you are not in the area, stay away. Follow instructions from campus officials or local authorities. More information on campus emergencies may be found at gcccd.edu or call the Emergency Information Line 1-800-550-3922 for updates.

HAZARDOUS MATERIALS

Website Message

A hazardous materials release has occurred affecting the CAMPUS BUILDLING. Go indoors, close all windows and doors, be prepared to evacuate the area if so directed and follow all instructions from emergency and other campus personnel. Please limit phone use so phone lines are available for emergency messaging. Standby for additional messages and call 1-800-550-3922 for updates.

Text Message

Emergency! Hazardous spill on CAMPUS NAME campus. Prepare to evacuate. Follow all instructions from campus personnel and official authorities. Go to gcccd.edu. (159 characters)

Email Message

EMERGENCY! There has been a SPILL/RELEASE of a hazardous material on the CAMPUS NAME in the BUILDING. If you are in the vicinity, prepare immediately for possible evacuation. All others should keep at a safe distance so emergency units and hazmat teams can work unimpeded. Follow

instructions from campus officials or local authorities. More information on campus emergencies may be found at gcccd.edu.

Voicemail Message

This is NAME AND TITLE with an EMERGENCY alert from CAMPUS NAME campus. There has been a [spill/release] of a hazardous material on the campus at [location]. Those in the immediate vicinity should evacuate as they are instructed to by campus officials or local authorities. All others should remain at a safe distance so that emergency units and hazmat teams can work unimpeded.

Follow instructions from campus officials or local authorities. More information on campus emergencies may be found at gcccd.edu.

HOSTILE INTRUDER

Website/Email/Voicemail Message
A hostile intruder with unknown intentions may be on campus. Be aware of your surroundings, secure yourself behind locked doors, find other shelter or leave campus immediately. Follow instructions from emergency or other campus personnel. Please limit phone use so phone lines are available for emergency messaging. Standby for additional messages regarding this incident. Go to gcccd.edu or other local sources for more information as soon as possible.

Text Message
Hostile intruder on CAMPUS NAME campus. Find shelter or leave campus now. Be alert. Go to gcccd.edu for information. (117 characters)

OPERATIONS SUSPENDED

Website/Email/Voicemail Message
Due to INSERT THE REASON FOR THE CLOSURE, all but essential operations are suspended beginning at TIME, continuing until further notice. All classes are also cancelled. Check with your supervisor regarding whether your position is essential during this situation. IF WARRANTED PLEASE LIMIT PHONE USE SO PHONE LINES ARE AVAILABLE FOR EMERGENCY MESSAGING. Standby for additional messages and go to GCCCD.EDU or call the Emergency Information Line at 1-800-550-3922 or other local sources for more information.

Text Message
Operation suspended today for CAMPUS NAME campus except for essential personnel. Go to gcccd.edu for more information. (118 characters)

POWER FAILURE

Website Message
EMERGENCY! The CAMPUS NAME campus is experiencing a major power failure. All buildings and facilities are affected. Remain calm. There is NO immediate need for an evacuation. Follow instructions from campus officials or local authorities. Call the Emergency Information Line 1-800-550-3922 for updates or check back here.

Text Message
Emergency! There has been a power failure on CAMPUS NAME campus. Stay calm. Follow instructions from authorities. Go to gcccd.edu for more information. (151 characters)

Email Message

EMERGENCY! The CAMPUS NAME campus is experiencing a major power failure. All buildings and facilities are affected. Remain calm. There is NO immediate need for an evacuation. Follow instructions from campus officials or local authorities. More information on campus emergencies may be found at gcccd.edu or by calling the Emergency Information Line 1-800-550-3922.

Voicemail Message

This is NAME AND TITLE with an EMERGENCY alert from CAMPUS NAME campus. The campus is experiencing a major power failure. All buildings and facilities are affected. Remain calm. There is NO immediate need for an evacuation. Follow all instructions from campus officials or local authorities. More information on campus emergencies may be found at gcccd.edu or by calling the Emergency Information Line 1-800-550-3922.

SEVERE WEATHER

Website/Email/Voicemail Message

The National Weather Service has reported LIST TYPE OF SEVERE WEATHER, I.E. HIGH WINDS, SEVERE THUNDERSTORM is approaching the area. It is not known at this time the extent of this severe weather. Seek shelter as appropriate. Follow all instructions from emergency & campus personnel. Please limit phone use so phone lines are available for emergency messaging. Standby for additional messages and go to gcccd.edu or call the Emergency Information Line at 1-800-550-3922 for updates.

Text Message

Severe weather approaching CAMPUS NAME campus. Seek shelter now. Go to gcccd.edu for more information. (102 characters)

WINTER WEATHER WARNING

Website/Email/Voicemail Message

The National Weather Service has announced a Winter Weather Warning for the San Diego area. Take appropriate precautions. If you are on campus, follow instructions from emergency campus personnel. Please limit phone use so phone lines are available for emergency messaging. Standby for additional messages and go to the gcccd.edu or call the Emergency Information Line at 1-800-550-3922 for updates.

Text Message

Winter Weather Warning for CAMPUS NAME campus. Take precautions. Go to gcccd.edu for more information. (102 characters)

I.   PRE-RECORDED EMERGENCY SCRIPTS FOR VOICE MESSAGE AND E-MAILS:

Emergency Notification System Test

This is a routine test of the GCCCD EMERGENCY NOTIFICATION System. If this had been an actual emergency, you would have been informed about the nature and location of the event along with instructions intended to reduce your risk.

Law Enforcement Action
Law Enforcement are working on an investigation. All staff and students on SPECIFIC CAMPUS are requested to stay indoors until further notice. Please monitor local media, the Campus Web page at gcccd.edu and the Emergency Information Line 1-800-550-3922 for updates.

Weather Warning
As of TIME/DAY/DATE the National Weather Service has issued a TYPE OF WARNNG for San Diego County. The warning will continue until TIME/DAY/DATE. Please seek shelter immediately and remain indoors until the warning has expired or new information is given. Monitor local media, the Campus homepage gcccd.edu, and the Emergency Information Line 1-800-550-3922 for updates.

Health & Safety Emergency
Emergency personnel are working an incident where there is potential of an imminent Health & Safety exposure on SPECIFIC CAMPUS. The Campus is asking everyone to stay indoors, close all windows and shut off portable air conditioning units until further notice. Please monitor local media, the Campus Web page at gcccd.edu and the Emergency Information Line 1-800-550-3922 for updates.

Dangerous Situation or Event
Law Enforcement and emergency responders are working on a TYPE OF INCIDENT which poses a potential danger to the community. All staff and students are requested to avoid SPECIFIC CAMPUS OR AREA until further notice. Please monitor local media, the Campus Web page at gcccd.edu and the Emergency Information Line 1-800-550-3922 for updates.

J.   ELECTRONIC DISPLAY MONITOR AND TEXT MESSAGING

(Max. 160 characters for text messaging)

THIS IS A TEST

This is a test of the GCCCD Emergency Notification System.

In a real emergency check gcccd.edu for details.

(107 characters)

SIREN TEST TODAY AT NOON

In a real emergency, check gcccd.edu for details. (74 characters)

SIREN TEST ENDED

In a real emergency, check gcccd.edu for details. (66 characters)

WEATHER CLOSING

YOUR CAMPUS closed and classes canceled beginning at TIME.

Check gcccd.edu for details. (102 characters)

WEATHER DELAY

Classes begin today at TIME.

Check gcccd.edu for details. (70 characters)

EMERGENCY: FIRE at Xxxxxxxx Xxxxxxxxx Avoid area.

Evacuate nearby buildings.

Check gcccd.edu for details. (106 characters)

EMERGENCY: HAZARDOUS MATERIALS SPILL

At LOCATION.

Avoid area.

Stay indoors.

Check gcccd.edu for details. (101 characters)

EMERGENCY: SHOOTING

Shooting reported on CAMPUS. RUN, HIDE, FIGHT!!!

Check gcccd.edu for details. (96 characters)

EMERGENCY SITUATION

In progress on YOUR CAMPUS.

Exit campus area.

Check gcccd.edu for details. (92 characters)

EMERGENCY: BOMB THREAT

Bomb threat at LOCATION.

Avoid area.

Check gcccd.edu for details. (86 characters)

POLICE EMERGENCY

At LOCATION/CAMPUS

Avoid area.

Check gcccd.edu for details. (74 characters)

ALL CLEAR

ALL CLEAR

Resume normal activities. (44 characters)